

PURPOSE

The Technician of the Year Award and the Administrative Professional of the Year Award are the most prestigious awards given by the Center to its civil service technician and administrative professionals/support employees. The awards recognize an outstanding contribution performed within the technical and administrative field that contributes to the mission of the LaRC. These awards are part of LaRC's Honor Awards which include the H.J.E. Reid Award for an outstanding publication and the Whitcomb and Holloway Technology Transfer Award.

The **Technician of the Year Award** recognizes an outstanding contribution performed within or related to fabrication/manufacturing or research testing and engineering development in support of NASA and Langley programs. The nominee must have made a specific contribution during the past fiscal year that resulted in the successful completion of a major component of a NASA mission, program or project, whereas, its success is directly attributed to the nominee's contribution. The intent of the award is for "hands-on" skill, knowledge, innovation, and creativity, and not for outstanding leadership.

The **Administrative Professional of the Year Award** recognizes an outstanding administrative contribution performed during the past fiscal year in support of the mission of the Center. The contribution must have been exceptionally significant resulting in a new process, operation, method or technique that is of substantial benefit to the office or program.

CRITERIA

The Technician of the Year Award covers the following occupations: Engineering Technician, Construction Representative, Electronics Technician, Photographer, Production Controller, Equipment Specialist, Quality Assurance Specialist and Equipment, Facilities, and Service positions (i.e., General Schedule 1600 series).

The Administrative Professional of the Year Award covers administrative professional, secretarial, assistants, and clerical support positions.

Nominations are to be submitted by supervisors and approved by the OUM. Civil service employees who have separated/retired must have made their contributions while a Langley civil service employee.

The candidate must have made a specific contribution achieved during the past fiscal year that was successfully completed. The candidate's contribution should be exceptionally significant in that a new method, process, operation, technique, tool or instrument was developed where the sole or major portion of success are attributed to the nominee.

The contribution should include significant individual effort that demonstrated a combination of all or a majority of the following: exceptional technical or administrative skill, ingenuity, creativity, significant customer satisfaction, teamwork, and communication. An employee cannot be recognized more than once for the same contribution.

NOMINATION PROCESS

Nominations must be submitted using Langley Form 246 and must be concurred by the nominee's line management. Nominations should include sufficient information to clearly demonstrate the specific contribution related to the award criteria. It is important that the nomination write-up focus on one major contribution (not multiple contributions). Additional documentation may be included with the nomination form (i.e., sketches, drawings, photos, letter of recommendation from customer, etc.) not to exceed 5 pages (in addition to the nomination form). Times New Roman, 12 font, should be used.

JUDGING

Judging will be done by a panel consisting of management representation from the Center's Directorates and Offices and other members as appropriate for the particular award category. Other members, as assigned, may include the Office of Human Capital Management, Equal Employment Opportunity Office, and Union representatives (non-voting members). The Panel's recommendations will be presented to the Executive Resources, Awards, and Recognition Council (ERARC) who will make the final award selections.

SCORING The following criteria will be used to score the candidates.

- **Significance/Impact:** What was the significance of the contribution and how did the effort contribute to the Center's mission success?
- **Difficulty:** Why was this task challenging? The difficulty of the requirements and the constraints that were placed on the individual.
- **Innovation:** Describe the unique solution, process, use of equipment, etc. and originality of the approach. What did the nominee contribute to the solution and final result?
- **Quality:** How did results exceed performance requirements?

AWARDS

Normally, one award can be awarded annually in both categories: (1) Technician or Administrative Professional. The award consists of an individual monetary award in the amount of \$2500 and a framed certificate which will be presented at the Center's Annual Honor Awards ceremony.

LANGLEY RESEARCH CENTER HONOR AWARDS

NAME OF NOMINEE:

ORG. CODE:

MAIL STOP:

POSITION TITLE:

AWARD CATEGORY: ☐ TECHNICIAN

☐ ADMINISTRATIVE PROFESSIONAL

SUGGESTED CITATION (NTE 175 characters):

JUSTIFICATION:

Describe 1) the system, improved process, task, hardware developed, etc. 2) the nominee's specific contribution, 3) the difficulties that had to be overcome, 4) uniqueness of the process, use of equipment, solution found, etc., 5) any unusual skills and/or creative ideas that made the process, operation, method, technique, tool, or hardware possible, and 6) how the results exceeded the requirements. Include any other aspects deemed important to support the nominee's contributions that led to the success of the process/project/program.

NOMINATOR (*Printed Name*)

NOMINATOR (*Signature*)

DATE

PHONE

OUM CONCURRENCE (*Printed Name*)

OUM CONCURRENCE (*Signature*)

DATE

PHONE